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To: District and County Superintendents
State Special Schools
Charter Schools

From: Phil Spears, Director
Standards and Assessment Division

Subject: **APPORTIONMENT INFORMATION FOR THE SPRING 2003
STANDARDIZED TESTING AND REPORTING (STAR) PROGRAM**

Beginning with the 2003 STAR administration, information for determining each district's STAR apportionment is being handled differently from previous years. The California Department of Education will complete apportionment reports for each district based on the multiple-choice answer documents submitted for scoring. District superintendents/charter school directors will receive completed forms during late September. The superintendents/charter school directors will be required to certify the data and return the certified form to the California Department of Education. District STAR coordinators continue to be responsible for submitting the Certification of Compliance and the Receipt of Test Reports and Files for both the CST and CAT/6 and the SABE/2. These forms accompany this letter.

The 2003 apportionment report package includes: the following (please note the specific due dates for each form):

Forms

Due Dates

California Standards Tests and CAT/6:

- Certification of Compliance
- Receipt of Test Reports and Files

Within 5 working days of completion of multiple-choice testing
Within 5 working days of Receipt of Reports and Data Files
from ETS

SABE/2 Primary Language Test:

(If the SABE/2 was not administered, no reports are required.)

- Certification of Compliance
- Receipt of Testing Reports and Files

Within 5 working days of completion of testing
Within 5 working days of Receipt of Publisher
Reports and Data Files from CTB

Testing in Waves: These Certification of Compliance reports are to be submitted after completion of all STAR testing in the district (all schools, all waves). Districts/charter schools are to submit only one of each report form.

Data To Be Certified

The September reports that district superintendents/Charter School Directors will be certifying will include the following data:

- School-by-School Data Aggregated for All Grades at the School
 - Enrollment on the first day of CST and CAT/6 multiple-choice testing
 - Number of students tested with one or more of the CSTs and CAT/6
 - Number of students exempt from all CST and CAT/6 tests by parent/guardian request
 - Number of students with significant disabilities assessed with the CAPA
- Grade-by-Grade District Level Data
 - Enrollment on the first day of CST and CAT/6 multiple-choice testing
 - Number of students tested with one or more of the CSTs and CAT/6 tests
 - Number of CST and CAT/6 answer documents with only demographic data
 - Number of students exempt from all tests by parent/guardian request
 - Number of students with significant disabilities assessed with the CAPA
 - Number of students absent for entire testing period
 - Number of Spanish-speaking English learners enrolled in the district
 - Number of Spanish-speaking English learners tested with the SABE/2
 - Number of Spanish-speaking English learners enrolled fewer than 12 months tested with the SABE/2
 - Number of Spanish-speaking English learners enrolled 12 months or more tested with the SABE/2

The data to be certified on the STAR apportionment forms are vital and are used for various programs in the California Department of Education. School districts, including independent charter schools and county offices of education, will be required by the Education Code and the California Code of Regulations, Title 5, to certify the reports. **The information on the reports will be taken directly from students' California Standards Test (CST) and SABE/2 multiple-choice answer documents. Districts are reminded that accurate reporting is possible only if a CST multiple-choice answer document is submitted in each school's scorable materials for every student enrolled on the first day of testing including all students who are not tested for any reason.** The data collected from the answer documents will be used to report each school's participation in the STAR Program and to calculate each district's apportionment for the Program.

Additional Data that Districts Must Provide

When districts receive the apportionment reports to certify, there will be a place to report the number of Spanish-speaking English learners exempt from the SABE/2 by parent/guardian request.

Data Collection Worksheets

Also attached are two forms entitled *STAR School Site Data Collection Form for California Standards Tests and CAT/6* and *STAR School Site Data Collection Form for SABE/2*. These forms are worksheets that may be used to collect the grade 2–11 school/site-level information that will be needed to certify the official reports received from the Department. If used by the district, these forms are to be submitted to the district STAR coordinator and should be kept on file for district staff to use to verify the data to be certified during the fall.

Apportionment Amounts

The STAR 2003 CST apportionment is \$2.52 for each pupil tested in grades 2–11. The apportionment for students not tested with the CSTs and CAT/6 for whom only demographic data are submitted is \$.32. The *SABE/2* apportionment is \$2.68 for each pupil tested in grades 2 and 3 and \$2.44 for each pupil tested in grades 4–11. These amounts include the cost of pre-identification services. The STAR apportionment funds are unrestricted funds to reimburse districts for costs associated with the STAR Program that are above and beyond the CDE statewide contract with test publishers. The CDE contract with test publishers covers the costs of all required STAR Program testing materials, scoring and report production. Costs associated with pre-identification services and materials or services (such as materials for testing grades 1 and/or 12, purchasing additional score reports, or testing students in Spanish-immersion programs with *SABE/2*) not included in the state program are the responsibility of the district.

If schools and/or districts fail edit checks to verify the completeness of student demographic data, the CDE will withhold \$1.25 from the district apportionment for each student for whom the test publisher has to request missing data for the CSTs and will withhold \$2.44 for each student for whom the test publisher has to request missing data for the *SABE/2*.

Districts will receive the apportionment funds after all required certifications are received and processed and any and all appropriate amounts are deducted for failed edit checks (see paragraph above). Test publishers will report to CDE the final number of failed student demographic edit checks per district. CDE will then calculate the amount to be deducted from each district's apportionment prior to the release of the apportionment funds.

If you have questions regarding the apportionment information, you may contact Karen Almquist by telephone at (916) 319-0339. For general questions regarding the STAR Program you may e-mail questions to star@cde.ca.gov.



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Attachments

cc: District STAR Coordinators